



RENEWAL APPLICATION
MONTANA BOARD OF CLINICAL LABORATORY
SCIENCE PRACTITIONERS
301 S PARK
P O BOX 200513
HELENA MT 59620-0513
www.cls.mt.gov
(406) 841-2369

LICENSE NO. _____

RENEW DATE _____

STATUS: _____

NAME: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

ADDRESS CORRECTIONS ONLY:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP/COUNTRY: _____

Your Montana Clinical Laboratory Science Practitioners license will expire on **May 1, 2006**. Please check the following license status you wish to renew: _____ ACTIVE \$60.00 _____ INACTIVE \$25.00

Please check the following license type you wish to renew:

_____ Clinical Lab Scientist _____ Clinical Lab Specialist _____ Clinical Lab Tech

YOU MAY ALSO RENEW ONLINE, GO TO: <https://app.mt.gov/renewal>

To renew your Montana Clinical Laboratory Science Practitioners license via mail:

- 1) Complete and sign the renewal application.
- 2) Read the continuing education statement below.
- 3) Answer the disciplinary question at the bottom of the form.
- 4) Submit a check or money order for \$60.00 for an active license or \$25.00 for an inactive license, made payable to the Board of Clinical Laboratory Science Practitioners. **DO NOT SEND CASH.**
- 5) Renewals postmarked after May 1, 2006 will be assessed a penalty fee of \$50.00, increasing the total amount due to \$110.00 for an active license or \$75.00 for an inactive license. **NO WAIVER OF PENALTY FEE.** The penalty may increase during the renewal period due to standardization of fees within the Licensing Division. The Department of Labor and Industry, during the last Legislative Session passed statutes for development of standardized fees. The proposed rule, if adopted, would set penalty fees at 100% of the original licensee's renewal fees.
- 6) Sign and date the renewal application and return it to the Board office with the appropriate fee postmarked by May 1, 2006.
- 7) Indicate any address correction/change where requested at the top of the form.

CONTINUING EDUCATION REQUIREMENT:

You are required to have 14 hours of continuing education per year in order to renew your active license. Up to 7 hours earned in excess of the 14 hours may be carried over into the succeeding year. The continuing education requirement does not apply to new licensees until the first full year of licensure. The Board will be conducting a random audit of licensees after the renewal cycle to ensure compliance.

STATEMENT: By signing the application below, as an active licensee, I declare under penalty of perjury that I have completed the required hours of continuing education. I am aware that a false statement may lead to subsequent revocation of licensure on ethical grounds.

Incomplete or unsigned renewal applications will not be processed and will be returned.

LEGISLATION PASSED IN THE 2005 SESSION PROVIDES THAT A LICENSEE HAS 45 DAYS TO RENEW HIS/HER LICENSE AFTER THE DEADLINE BY PAYING BOTH THE RENEWAL FEE AND THE LATE FEE. ANYONE RENEWING 46 DAYS OR MORE AFTER THE MAY 1 DEADLINE, MAY HAVE A COMPLAINT FILE OPENED AND THE POSSIBILITY OF UNLICENSED PRACTICE WILL BE ADDRESSED BY THE BOARD THROUGH THEIR DISCIPLINARY PROCESS.

YES _____ NO _____ **Have any legal or disciplinary actions been instituted against you since your renewal?** If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec. 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

Your signature: _____ Date: _____

DO NOT SEND CASH